

JOB TITLE

Assistant Director of Marketing & Events

JOB SUMMARY

The Midwest Jesuits seek an experienced professional to join its integrated, Midwest Regional Advancement Team in Chicago. Reporting to the Vice President for Advancement & Communication & Provincial Assistant, this person is responsible for creating, supporting, attending, and managing events hosted by the Province which enhance relationships with current and prospective Jesuit network friends, alumni and donors within the Province's Midwest region or as assigned by the Provincial Assistant.

REQUIREMENTS & SKILLS

- Holds a bachelor's degree or higher.
- Minimum of three to five years of events planning, marketing, advancement or comparable professional experience.
- Possesses superior interpersonal, written & verbal communication skills, project management skills, and group facilitation skills.
- Has gravitas and charisma to interact with people from all walks of life, at various levels of seniority, and with a wide range of views and perspectives.
- Excellent computer skills, including Microsoft Office and Advancement software.
- Excellent project management skills, and ability to work with project management software.
- Demonstrates a commitment to the mission of the Roman Catholic Church and the international vision of the Society of Jesus (Jesuits).
- Demonstrates quality customer service and team-focus in all day-to-day responsibilities.
- Passes a background check.

RESPONSIBILITIES

1. Works as a collaborative member of the Advancement team, with the Province team, and with Jesuits to create, produce and manage events that reflect the ideals of the Society of Jesus, are well-organized, meet the goals of the particular event, are attractive, inviting and inspiring for guests, and demonstrate sound fiscal management.
2. Communicates regularly with the Major Gift Officers and Regional Advancement Officers in the field.
3. Manages the annual event calendar which will include Lent-season network events, fall-winter season Companions donor recognition events, year-round Jesuit Friend & Alumni Network (JFAN) events, and other events as required.
4. Develops custom guest lists using advancement software.
5. Travels to events as required. Attends local, regional and national Jesuit-sponsored events and functions as required. This position requires up to 30% travel, at times includes evenings and weekends.
6. Manages online registrations, fee collections, and follow-up recording.
7. Develops strong relationships with constituents that positively impact the mission of the Society of Jesus.
8. Educates, and tells the story of the Jesuit works in the region to relevant constituents.

9. Identifies, engages, negotiates with and manages appropriate outside vendors (caterers, designers, photographers, etc) with diligence, oversight, and efficiency.
10. Develops written strategic plans outlining the planned events over each year and each quarter.
11. Prepares reports that document the progress toward achieving objectives.
12. Protects privacy and confidentiality of all information; is discreet.
13. Liaises smoothly with the Province's works and its many constituents, in support of events such as Ordination or events of the works, or other events as required.
14. Performs other duties as assigned and requested by the Province leadership to meet the priorities and mission of the Midwest Jesuits.

Send Letter of Application and Resume to:

Kristine Mackey

VP for Advancement & Communications & Provincial Assistant

Midwest Jesuits

1010 N. Hooker St.

Chicago, IL 60614

kmackey@jesuits.org